AVAYA 4610

DEDICATED FEATURE BUTTONS

PHONE/EXIT (Normalizes the display)

SPEAKER (Accesses the speaker feature)

HEADSET (With a headset connected, switch from handset or speaker to headset)

MUTE (Turns of the active speaker, handset or headset microphone, to prevent the other person from hearing you)

VOLUME (Adjusts handset, speaker, headset or ringer volume, depending on which item is in use)

PAGE RIGHT/LEFT (Shifts from one page to another in the same application)

OPTIONS (Options main screen, from which display and application settings can be updated)

HOLD (Sätta samtalet på vänt)
Ta tillbaka samtalet med linjeknapp där samtalet väntar.

TRANSFER (Transfers a call to another phone):
1. Press **Transfer**
2. Dial the number to which you want to transfer the call.
3. Press **Transfer** again to connect or wait for an answer, remain on the line, then press **Transfer** after announcing the call.

CONFERENCE (Maximum number of parties 6)
1. Dial the first party, then press **Conference**.
2. Dial the number of the next party and wait for an answer.
3. Press **Conference** again.

Repeat steps 1-3 for each party you want to conference in to the call.

DROP (Drops the last dialed number in a conferencecall)

REDIAL (Redials the last three numbers dialed from the phone)

TO CALL

External: Dial 0 and then the number.

WHEN YOU ARE OUT OF OFFICE

CFrwd= Direct your calls forward to for example a cellphone
1. Press **CFrwd**
2. Press the number (for ex extension or 0 + cellphonenumber)

To cancel, press **CFrwd** again

SendAllCalls= A predeterminated number to which you direct your calls.
The number is, if you don´t make another choice, your voice mail.

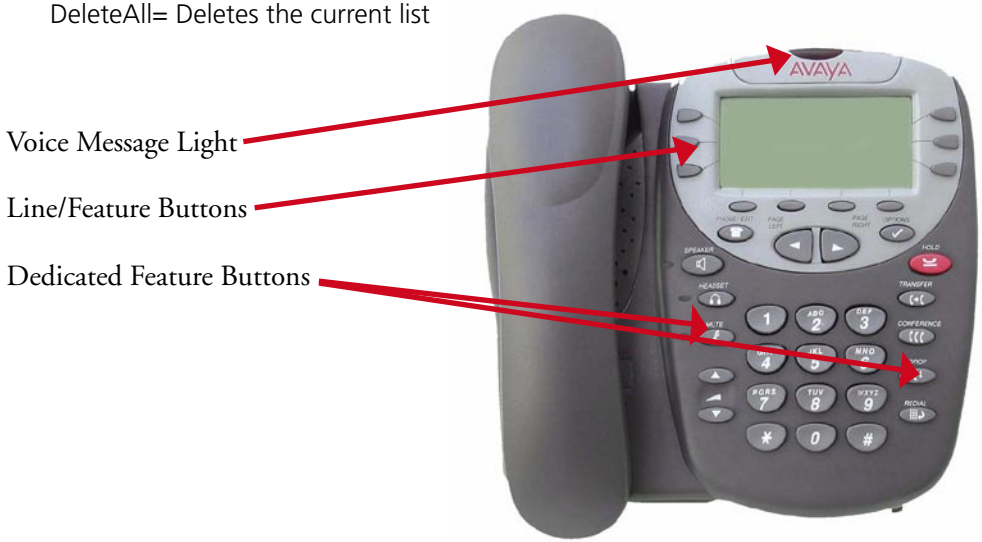
***23*= Activities.** *For codes see separate form, Hänvisningskoppling för IP 4610- in English*
CMG Voice= *Speeddial to voicemail.*

IN COMBINATION WITH MOBILE EXTENSION

EC500: Press the button to activate parallel ringing (gets darken).
To deactivate, press again (lights up again).
Extend Call: Press the button to direct a present call to the cellphone.

SpDial

To enter numbers which you call often.

Log

Missed= Shows missed calls
InAns= Shows incoming answered calls
Outgo= Shows outgoing calls
DeleteAll= Deletes the current list